



MOTOR VEHICLES, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	MOTOR VEHICLES, DEPARTMENT OF	RELEASE DATE:	Thursday, September 23, 2010
POSITION TITLE:	Chief, Human Resources Branch	FINAL FILING DATE:	Thursday, October 14, 2010
CEA LEVEL:	CEA 2	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 7,815.00 - \$ 8,616.00 / Month	BULLETIN ID:	09232010_2

POSITION DESCRIPTION

THIS POSITION IS SUBJECT TO EXCEPTION APPROVAL.

Under the administrative direction of the Deputy Director, Administrative Services Division (ASD), this position is responsible for administering the department's human resources and labor relations programs. This includes, but is not limited to: developing and implementing human resources policies and procedures; directing, developing and recommending departmental labor relations policies and programs; providing consultative services to the directorate and top administrative staff regarding human resources management policies and procedures; and representing the department in dealing with control agencies, employee unions, and monthly Ad Hoc and Personnel Management liaison meetings with other state agencies.

This position is responsible for identifying and implementing long range plans to address the department's human resources needs necessary to support the department's mission and Strategic Business Plan. This includes developing and administering an effective classification plan; negotiating with employee organizations, exploring the use and application of new human resources technology; developing more effective examining tools, techniques, and approaches; and developing strategies to reduce/contain workers' compensation costs.

Overall, this position manages the department's Workers' Compensation, Wellness, Employee Assistance, Return-to-Work, Selection Services, Classification and Compensation, Labor Relations, and Payroll and Benefits transactions programs and approves and signs all disciplinary actions.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had

permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

1. Demonstrated experience in and knowledge of state personnel management, including classification and compensation, selection, personnel transactions, progressive discipline, workers compensation, labor, safety and wellness.
2. Ability to communicate with others as demonstrated by strong written and verbal communication skills.
3. Demonstrated management and leadership skills, including the ability to facilitate the establishment of strategic objectives and priorities, and ensure obtainment of objectives.
4. Demonstrated ability to build cooperative relationships with Department management and state control agencies, particularly the Department of Personnel Administration, the State Personnel Board, and the State Controller's Office.
5. Demonstrated ability to gain the confidence of the Department's executive and management staff to provide them with personnel management advice on the most sensitive and complex issues.
6. Demonstrated ability to manage and direct implementation of human resources information technology system modernization projects.
7. Demonstrated knowledge of the State's Equal Employment Opportunity (EEO) Program objectives and a manager's role in the EEO program.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief, Human Resources Branch**, with the **MOTOR VEHICLES, DEPARTMENT OF**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

FILING INSTRUCTIONS

Interested applicants must submit both 1 and 2 below (Applicants who fail to submit both items will be disqualified from the examination):

1. A completed Standard State Application (Form 678), which includes civil service titles and dates

of experience.

2. A Statement of Qualifications. The Statement of Qualifications: • is a narrative discussion of how the candidate's education, training, experience, knowledge and skills meet the DESIRABLE QUALIFICATIONS for the position; • serves as documentation of the candidate's ability to present information clearly and concisely in writing; • must be typed; and • must be no more than two pages in length, with font no smaller than Arial 10 point.

Resumes do not take the place of the Statement of Qualifications.

The applications and Statement of Qualifications will be reviewed by a screening committee. Using predetermined evaluation criteria based on the minimum and desirable qualifications, applicants will be competitively ranked according to their education, training, experience, and skills. Interviews may be conducted with the most qualified applicants. All accepted applicants will be notified of their final score.

All Standard State Applications and Statement of Qualifications must be received no later than the final filing date of October 14, 2010.

You may fax a copy of your Standard State Application and Statement of Qualifications to ensure receipt by the Selection and Certification Unit to Delica McCann at (916) 657-5848. Faxed copies of the Standard State Application and Statement of Qualifications must be followed up by the original Standard State Application and Statement of Qualifications post marked no later than the final filing date to the address indicated below.

Standard State Applications and Statement of Qualifications delivered in person must be placed in the Examination Drop Box by 5:00 p.m. on the final filing date. Standard State Applications and Statement of Qualifications received via interoffice mail after the final filing date will not be accepted.

Interested applicants must submit:

Applications must be submitted by the final filing date to:

MOTOR VEHICLES, DEPARTMENT OF, Selection and Certification Unit, Administrative
Services Division
2570 24th Street , Sacramento, CA 95818
Delica McCann | 916-657-7553 | lmccann@dmv.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The MOTOR VEHICLES, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>